



## Account Set-up Help

There is no charge to sign up for an account on [MaineArts.com](http://MaineArts.com). All artists and cultural entities are invited to join. To create an account, select the "Login to your account" icon that is found on every page of [MaineArts.com](http://MaineArts.com). From the content manager log in area, select the "New User" link and fill out the form for new users.

A Maine Arts Commission Account provides access to the:

- **Grants Management System**, which allows you to apply for funding from the agency.
- **Events Calendar**, which allows your events to be listed in the Agency calendar.
- **Press Release Section**, which allows you to promote your upcoming events.
- **Directory**, a searchable database for information about yourself/ your organization.
- **Opportunities Section**, which allows you to post opportunities.

### Create New Account

Username

Email

Valid email address is required to verify new accounts.

Password

Confirm password

PASSWORD FORMAT: Passwords must be a combination of at least one of the following: Uppercase letter, lowercase letter, number, and special character.

### Provide Additional Information Below

First Name\*

Last Name\*

Entity Type\*

Phone Number\*

Phone Extension

Alternate Phone Number

Web Address

Organization (optional)

Start typing to find an existing organization  
When selecting an organization, be sure to click on your organization selection from the suggestion list below the search box above.

☐ I want to specify a new organization

Address Line 1\*

Address Line 2

City\*

State\*

Zipcode\*

County\*

Enter sum of numbers  
10  
(click image for new set)

Please add the first, two-digit number to the single-digit number and enter the SUM of these TWO numbers in the field below.

Answer

Make sure you will be able to remember your **Username**. The system does not identify you by your email address (like some other systems). If your username is not unique, you will need to select a different one.

Make sure your **Password** meets the character requirements (in red).

Make sure all fields with a red asterisk are completed and that **Phone Numbers** and **Web Addresses** are in the correct format.

Follow the instructions for the **Capsha** and enter the correct answer in the field.

Make sure your computer has not auto-filled any of the fields with incorrect info.

If your application is declined, go back and double check **ALL** fields for correctness, including the Capsha.

When you successfully create an account, you will be auto-sent a confirmation email. You will need to reply to this for activation.